

**FINAL**  
**CHEMICAL DESTRUCTION COMMUNITY ADVISORY BOARD**  
**MISSION STATEMENT AND GOVERNING PROCEDURES**  
**(September 21, 2004)**

**I. MISSION STATEMENT**

The Chemical Destruction Community Advisory Board (CDCAB) is an independent and non-partisan body set up to represent the community and provide advice on major policy issues regarding all aspects of the Blue Grass Chemical Agent Destruction Program. All participants share a common goal of destroying the chemical weapons at the Blue Grass Chemical Activity in an expedited manner that is safe to the public, workers, and the environment.

The CDCAB's primary concerns include:

- ♦ Promoting the expeditious destruction of the weapons in a safe manner;
- ♦ Providing input on environmental, health, and safety issues to help ensure the protection of the community and facility;
- ♦ Encouraging that the destruction of chemical weapons occurs in a manner which promotes sustainable development in the overall community;
- ♦ Setting and articulating community priorities regarding the facility operations; and
- ♦ Playing a key role in guiding public outreach and information sharing regarding the Destruction Plant with and between the larger community.

**II. FORMAL AUTHORITY**

The CDCAB formally serves as an independent subcommittee to the Citizens Advisory Commission (CAC). The CAC has a statutory duty, under Pub. L. 102-484, as amended, to advise the Army on chemical demilitarization at Blue Grass Army Depot. As this new and innovative technology is preparing to be pilot tested at Blue Grass Chemical Depot, the expertise and assistance of more than the original nine members of the CAC is needed. The CDCAB is the mechanism that the CAC has chosen to obtain this assistance.

In October of 2003, the Madison County Fiscal Court endorsed the creation of the CDCAB and its appointed members. The Fiscal Court requested regular updates and appropriate communications with the CDCAB to ensure the Board is fulfilling its mission.

By law, many of the entities participating in this process have final decision-making authorities that they must maintain. For instance, the Department of Defense is legally responsible for all final decisions in implementing the Assembled Chemical Weapons Alternatives (ACWA) program. The Kentucky Department of Environmental Protection has various regulatory authorities. Participation in the CDCAB does not diminish the legal rights otherwise available to any party. However, all individuals participating in this process agree that stakeholder input into these decisions is essential for the expeditious destruction of the chemical weapons.

### **III. HISTORY**

The concept for the CDCAB emerged from a public forum held on March 21, 2003. At this meeting, a diverse group of community members and leaders, regulators, and military personnel began to define the basic function and role for a CDCAB. Participants then agreed to have a smaller, but diverse, Planning Committee refine the details. The CDCAB held its first meeting in October of 2003.

### **IV. GOVERNING PROCEDURES**

#### **MEMBERSHIP**

The CDCAB shall consist of twenty-one senior representatives from the following organizations and positions.

1. Madison County Judge Executive
2. Mayor of Berea
3. Mayor of Richmond
4. Board of Education
5. Local Chemical Stockpile Emergency Preparedness Program (CSEPP)
6. Berea Chamber of Commerce
7. Richmond Chamber of Commerce
8. Eastern Kentucky University
9. Berea College
10. State House of Representatives (Selected by the CDCAB.)
11. State Senate Representative (Selected by the CDCAB.)
12. Pattie A. Clay Regional Medical Center
13. Berea Hospital Representative
14. and 15. Citizens' Advisory Commission (The CAC will nominate two members.)
16. Employee at the Blue Grass Chemical Agent-Destruction Pilot Plant (This slot will be a placeholder. At a later time, the CDCAB can determine an appropriate process for adding a non-management representative of employees.)
17. Ministerial Representative (The Ministerial Board will nominate one individual to serve on the CDCAB.)
18. NAACP Representative
19. Environmental Representative (The Chemical Weapons Working Group will nominate a representative.)
20. Civic Representative of Richmond (Nominated by civic organizations, selected by the CDCAB.)
21. Civic Representative of Berea (Nominated by civic organizations, selected by the CDCAB.)

Members will be selected by their organizations and serve at the pleasure of the individual organizations, with the exceptions noted above. Organizations are encouraged to select individuals to serve on the CDCAB who will promote a diverse membership in regards to race, gender, age, and geographic representation. Although members are nominated by their respective organizations, they are serving foremost as individuals and not necessarily representing their organization's official perspectives.

### ***Alternates***

Standing members may appoint an alternate to serve as the need arises.

### ***Other Official Participants***

The CAC has a statutory duty, under Pub. L. 102-484, as amended, to advise the Army on chemical demilitarization at Blue Grass Army Depot. The CAC and CDCAB have determined that to effectively carry out their statutory duty a senior representative from the agencies and organizations listed below are needed to participate in Board discussions and deliberations on both substantive and procedural matters. However, they will refrain from participating in consensus recommendations on substantive issues. The Other Official Participants may participate in procedural issues that the CDCAB addresses such as selecting meeting dates and developing meeting agendas.

The Other Official Participants will consist of senior representatives from the following agencies and organizations.

1. Assembled Chemical Weapons Alternatives
2. Bechtel Parsons Blue Grass
3. Kentucky Department for Environmental Protection
4. Blue Grass Army Depot
5. Blue Grass Chemical Activity
6. Sixth District House Representative
7. Kentucky Division of Emergency Management

## **EXPECTATIONS AND ROLES**

### ***Co-Chairs***

The head of the CDCAB will be in the form of Co-Chairs that will be appointed by the CDCAB at large. The Co-Chairs will be responsible for ensuring that local issues and concerns are driving the agenda of the CDCAB. They will assist the facilitator in developing CDCAB agendas and will be responsible for serving as spokespersons for the CDCAB, when requested by the CDCAB. They are not expected to play a neutral role during meetings.

Letters regarding major issues of substance or policy shall be approved by the full CDCAB before sending. To the extent possible, the content will be discussed at a CDCAB meeting; at a minimum, a draft letter will be sent out to the full group via email or fax providing no less than a twenty-four hour comment period. The facilitator will be available to assist in resolving any disagreements that may arise. Letters pertaining to logistics, appreciation, or other routine business may be sent out without review of the CDCAB upon advance approval of both Co-Chairs. Letters that do not fall clearly into one of the two above categories should be shared with the CAC Co-Chairs and the facilitator. This group will determine whether or not a draft should be reviewed by the full CDCAB prior to sending. Copies of all final letters will be provided to members of the CDCAB.

### ***Members and Participants***

All members and Other Official Participants of the CDCAB will follow the expectations and roles listed below.

- ♦ Regularly consult with their organization and constituencies to seek their input and keep them informed.
- ♦ Proactively work within their organizations and constituencies to implement recommendations of the CDCAB.
- ♦ Focus on problem-solving and providing input on key policy decisions.
- ♦ Treat other CDCAB members and support staff with candor and respect.
- ♦ Attend and participate actively in meetings, read and come prepared to comment on documents, and be available to work between formal meetings (e.g. conference calls, work group meetings).
- ♦ Notify the CDCAB, orally and in writing, of any conflicts of interest related to the work of the Board or the Depot.
- ♦ Avoid surprising other CDCAB members regarding related Board issues. For example, it is highly recommended that all CDCAB members and Other Official Participants notify other Board members of key policy decisions, press releases, and other public efforts prior to their occurrence.

### ***Other Official Participants***

In addition to the above, Other Official Participants will follow the expectations and roles listed below.

- ♦ Give serious consideration to the views and recommendations of the CDCAB in agency policy development, decisions, and actions.
- ♦ Respond to suggestions and input from the CDCAB by providing information on which recommendations can be implemented, which need to be modified in order to be implemented, and which cannot be implemented and why.
- ♦ Provide sufficient notice to the CDCAB regarding emerging issues and imminent policy decisions so that the Board may provide input, if desired.
- ♦ Help CDCAB members develop understandable information for the general public.

### ***Facilitator and/or Support Staff***

The Facilitator and/or Support Staff will follow the expectations and roles listed below.

- ♦ Act as a neutral third party facilitator to assist the CDCAB to accomplish the Board's mission.
- ♦ Serve at the pleasure of the full CDCAB and shall operate in a neutral, balanced, and fair manner.
- ♦ Complete specific tasks asked by the CDCAB, including:
  1. Develop draft meeting agendas in coordination with the Co-Chairs, ACWA, Bechtel Parsons, and the regulators;
  2. Assist in conducting and otherwise managing CDCAB meetings and deliberations;
  3. Consult with CDCAB members between meetings about how to manage the process and resolve substantive and procedural issues of concern; and
  4. Prepare draft and final meeting summaries and other CDCAB documents.

The CDCAB shall evaluate the performance of the Facilitator on an annual basis.

### ***Removal from the CDCAB/Request for Removal***

A majority of the CDCAB members are appointed by their organizations. At any time, the appointing organization may elect to change its appointed representative. Generally, it is hoped that organizations will encourage a representative to serve for a three-year term to ensure continuity.

The CDCAB may formally request that an organization ask a member to step down in the following cases:

- ♦ A representative or his or her alternate has missed three consecutive formal Board meetings without sufficient reason.
- ♦ The CDCAB by full consensus (excluding the individual of concern) determines that an individual's participation is significantly hindering the mission of the group. Such a request would only occur in unusual circumstances and is typically not due to substantive viewpoints, but rather an individual's inability to participate constructively in a consensus-building process.

### ***Progress/Evaluation***

The Facilitator for the CDCAB shall develop a process for documenting the CDCAB's progress and decision-making and for performing an annual evaluation process.

## **DECISION-MAKING PROCESS**

The CDCAB will operate by consensus in seeking to determine what recommendations the Board as a whole wishes to convey. In agreeing to operate by consensus, the CDCAB also agrees that it will try to avoid spending an inordinate amount of time striving to achieve consensus on any selected major policy issues at the expense of striving to achieve consensus on other major policy issues.

The CDCAB defines consensus as all Board members are either willing to support or “live with” a proposed action or recommendation.

In cases where the CDCAB cannot reach consensus, the Board may choose to remain silent on the issue or submit the recommendations of the majority, while noting any strongly held differing views.

In no instance shall the CDCAB convey consensus policy advice, or characterize its advice as being a consensus of the Board, unless there exists a quorum of at least half of the members or alternates in attendance at the meeting.

## **FUNDING PROCESS**

The CDCAB will seek funding as needed from a variety of local sources, including the CAC and local government. ACWA, if consistent with the requirements of the Anti-Deficiency Acts, will provide appropriate back-up funding as needed to ensure continued stakeholder input prior to major program decision points.

## **OPEN MEETINGS/OPPORTUNITY FOR PUBLIC COMMENT**

All meetings of the CDCAB and its working groups shall be open to the public and shall be conducted not inconsistent with requirements of the Federal Advisory Committee Act (FACA). The public will be given reasonable notice as to when CDCAB meetings or working group meetings will be conducted. The public will be given the opportunity for at least one formal comment period during the course of these meetings. Other opportunities for public comment will be offered at the discretion of the CDCAB.

## **DOCUMENTATION OF CDCAB ACTIVITIES**

The Board will maintain a written record, which accurately summarizes the content of and any decisions made by the Board at CDCAB meetings. This written summary will be prepared in draft form and all Board members will be provided an opportunity to suggest revisions and changes to a draft summary. Once approved as final, meeting summaries and copies of presentation materials will be available to the public at the Blue Grass Chemical Stockpile Outreach Office, the Richmond and Berea branches of the Madison County Public Library, and the Program Manager for ACWA (PMACWA) Web site.

## **PRESS INQUIRIES/CONTACTS AND MEDIA RELATIONS**

In responding to inquiries from, or initiating contact with, the press or other media representatives, CDCAB members agree to refrain from characterizing the views or opinions expressed by other Board members and to exercise appropriate restraint in commenting on the CDCAB’s deliberations and processes. Formal CDCAB recommendations issued in writing will be made available to the press and general public, along with summaries of CDCAB meetings that have been approved by the Board.

## **CONFLICTS OF INTEREST**

Members of the CDCAB may not participate in any financial activities regarding the construction, operation, management, or destruction of the chemical weapons stockpiled at the Blue Grass Chemical Activity.